

**SECRET**

1.8 OCT 1955

Chief, Regulations Control Staff

Deputy Comptroller

Proposed Regulation  - Records Management  
(Job 1320-VJB)

1. This Office concurs in the proposed regulation subject to revisions, as follows:

a. Subparagraph 2a

Inasmuch as certain records in this Office relate to operational projects of the Deputy Director (Plans) which should be exempted from the provisions of the proposed regulation, insert "and records relating to such projects in any other Agency component," after the title, "Deputy Director (Plans)."

b. Subparagraph 3a(4)

By substituting "except those precluded due to security classification or sensitivity" for "regardless of security classification or sensitivity," the subparagraph would become acceptable.

c. Subparagraph 4a(2)

Add to this subparagraph "except such forms as are used solely for the accumulation of data by and within an Agency component."

d. Subparagraph 4a(3)

Insert "forms design" preceding "services" and "filing" preceding "supplies" and "equipment."

e. Subparagraph 4a(5)

Certain officials in the General Accounting Office have been cleared to handle our budget and financial problems and these officials are familiar with our budget and finance methods and operations. In order that this subparagraph may not be construed to authorize the Chief, Management Staff, to contact the General Accounting Office as one of the "other" Government agencies, as well as to include budget and fiscal matters from such liaison,

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the Office suggests the subparagraph be revised by adding at the end thereof the following:

"except that all liaison with the General Accounting Office shall be under the supervision of the Comptroller."

f. Subparagraph 4a(6)

"Operational audits" should be defined, together with the purpose, nature, scope, and extent of the examination contemplated. Furthermore, certain records under jurisdiction of the Comptroller should not be made the subject of such audits.

g. Subparagraph 4b(3)

☒ This subparagraph should denote the type and kind of reports contemplated.



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DOMINION  
RECOGNITION

TO: REGULATIONS CONTROL STAFF, 101

CONCURRENCE SHEET

PROPOSED ISSUANCE:  Records Management  
Draft dated 12 August 1955

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

Signature

Assistant to the DD/I (Admin.)  
Office

1 September 1955  
Date

COMMENT : Inasmuch as the Office of Security has requested that Restricted Data be retired within OSI it is recommended that the phrase "with the exception of Restricted Data" be inserted in line 2, para. 3 a (4) immediately after the word "records".

(Job #1320-VJB)  
Due: 2 September 1955

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*PER SP1*

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TO: REGULATIONS CONTROL STAFF, 101 [REDACTED]

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CONCURRENCE SHEET

PROPOSED ISSUANCE: R [REDACTED] Records Management  
Draft dated 12 August 1955

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No. [REDACTED]
- (c) Classification
- (d) Distribution

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[REDACTED]  
Signature

[REDACTED] Chief, Administrative Staff

LOGISTICS

Office

30 SEP 1955

Date

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COMMENT

See Attachment.

(Job #1320-VJB)

Due: 2 September 1955

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